



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 04-1, Fiscal Year-End Reminder

Date: July 27, 2004

To: Holders of the Payroll/Personnel Manual  
Agency Personnel Office  
Personnel Officers  
Personnel Users Groups  
T&A Contact Points

The last pay period of Fiscal Year (FY) 2004 is Pay Period 19; therefore, special instructions are required for preparing Pay Period 19 Time and Attendance (T&A) Reports. Users are asked to consult the Time and Attendance Instructions procedure (Title I, Chapter 7, Section 1) for detailed instructions on preparing the T&A entries for fiscal year-end pay periods.

T&A contact point representatives should ensure that timekeepers are aware of these instructions. **Note:** These instructions do not apply to the Federal Deposit Insurance Corporation.

### **Payroll Obligation Estimates**

For agencies having payroll obligation estimates computed by the National Finance Center (NFC), 90 percent of Pay Period 17 costs will be used to estimate Pay Period 19 costs that occurred in FY 2004.

### **Stored Accounting**

For agencies that use stored accounting, Pay Period 19 charges will be applied as shown in the table below:

<b>Pay Period 19</b>	<b>Amt Charged to FY 2004</b>	<b>Amt Charged to FY 2005</b>
Week 1 basic payroll costs	100%	
Week 2 basic payroll costs	80%	20%
Week 1 and 2 premium pay		100%

Other options for distribution of accounting data on the T&A are provided in the T&A procedure.

**Note:** Because of fiscal year-end conversion, do not use Code 1 in the Accounting Data Usage Code field to store accounting classification data in the employee's payroll/personnel database record. You may resume using Code 1 in the Accounting Data Usage Code field in Pay Period 20.

### **Premium Pay Charged to FY 2004**

To charge premium pay to FY 2004, prepare a single T&A distributing all time in pay status for each line entry to the appropriate accounting data for FY 2004. However, do not complete the Accounting Data Usage Code field on the T&A. This will ensure accurate distribution of accounting data charged between FY 2004 and FY 2005.

### **Payroll Costs**

Payroll costs for Pay Period 18 will be obligated, paid, and reported in September 2004.

### **Split T&A Requirements**

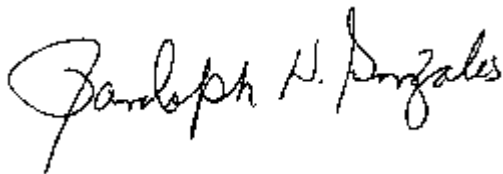
Split T&As are required when:

- Regular military leave is used during Pay Period 19.
- U.S. Customs Service employees are coded in the database with **Y** in the Customs Officer's Pay Reform status field.

Instructions for preparing split T&As are provided in your T&A procedure. **Note:** When preparing a split T&A for Pay Period 19, the entry for the End Day is **12** and the entry for the Begin Day is **13**.

### **Inquiries**

Please refer questions about T&A processing to the Payroll Operations Branch at **504-255-4630**.



RANDOLPH H. GONZALES, Acting Director  
Government Employees Services Division

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